

F. Scott Fitzgerald Theatre

Rockville Civic Center Park, 603 Edmonston Drive, Rockville, MD 20851

Office 240-314-8660

Fax 240-314-8669

www.rockvillemd.gov

Dear Client:

Thank you for choosing the F. Scott Fitzgerald Theatre at Rockville Civic Center Park for your upcoming production.

In order to secure your planned dates please sign the enclosed contract and return it along with the required down payment.

Rental Contract

Enclosed you will find a copy of your rental agreement. If any changes are needed, please contact us immediately so we can quickly resolve differences and provide a new corrected agreement. A minimum of 48 hours notices is requested for all changes in specific times for Theatre move-ins and rehearsals. All changes are subject to availability of the facility and staff.

Down Payment

The F. Scott Fitzgerald Theatre requires a down payment of \$750 per performance day on all contracts. Checks should be made payable to the *City of Rockville*.

Mail signed contract and payment to:

F. Scott Fitzgerald Theatre
Attention: Office Staff
Rockville Civic Center Park
603 Edmonston Drive
Rockville, Md. 20851

A copy of the completed contract will be mailed to you after final processing.

A Security Deposit of \$500 and balance of contract are due 60 days prior to the event.

Cancellation Policy

Entire down payment will be forfeited if cancellation occurs within 120 days of the event. Half of the down payment will be retained by the F. Scott Fitzgerald Theatre should you cancel anytime prior to 120 days before your contracted event.

The full amount of the down payment, security deposit and balance of contract will be retained by the F. Scott Fitzgerald Theatre should the renter cancel for any reason within 60 days of the event.

Change of Date Policy

All requests for a change of date are subject to availability. A \$200 fee is charged for this service.

Attached is a summary of responsibilities and options for support when renting the F. Scott Fitzgerald Theatre.

We look forward to hosting your production and working with you.

For more information contact the Rockville Civic Center Staff:

240-314-8660 **Susan Klise** or **Nanette Belice**, Rockville Civic Center Office

240-314-8663 **Kim Haug**, Theatre/Civic Center Supervisor, khaug@rockvillemd.gov

240-314-8664 **Joe Palamara** Production Specialist, jpalamara@rockvillemd.gov

240-314-8690 **Kathy Cohen**, Box Office Manager kcohen@rockvillemd.gov

240-314-8662 **Kathleen Moran**, Civic Center Superintendent kmoran@rockvillemd.gov

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Rental Responsibilities & Options

Contract and Down Payment

We must have your signed contract and down payment to secure your dates.

Security Deposit

A \$500.00 security deposit, as well as the balance of the contracted payment, is due 60 days (eight weeks) prior to your first day of use in the facility. Security deposits will be returned within three weeks after your last day in the facility unless additional billing is required for overtime or damages.

Final Walk-Through

Please schedule a final walk-through 60 days (eight weeks) prior to your event with the Theatre Supervisor or the Production Specialist. We require provision of a set design and lighting plot at the walk through and suggest your set and lighting designers attend. Your plans will be reviewed with special attention given to safety, size and general workability within the F. Scott Fitzgerald Theatre. We will also go over the lobby setup requests at this time. We have up to three easels, five 6' x 30" tables and 20 chairs for use in the lobby at no cost. Extra items may be possible subject to availability. Note: the renter is responsible for providing a house manager and ushers.

Technician Fees

A Theatre technician will be present to assist your production during your contracted hours. The technician can help with sound, lights or stage work. Most Theatre users supply additional volunteers to help meet production needs.

If you need more than one City technician for your event, additional F. Scott Fitzgerald technicians can be added at an hourly charge (with a four hour minimum).

Equipment

The most common sound, light and staging equipment is included in the rental. We would be glad to quote pricing for items over and above the standard. Examples of extras include: stage thrust, LCD video projector, wireless microphones, fog/hazer machines, sound processors, mirror ball, special lighting effects, etc.

Box Office

The F. Scott Fitzgerald Theatre Box Office can print and sell your tickets, be available to assist your house manager, ushers, and audience throughout the show as well as help to promote your production. The Box Office can sell your tickets in person, by phone, on-line, and in conjunction with group/consignment sales through your organization. Your event will be listed in upcoming event promotions. These include current & upcoming listings on the telephone line, marquees outside the theatre, the City of Rockville website, calendar and the F. Scott Fitzgerald Theatre quarterly brochure.

To be included in the quarterly brochure, all information about your event is needed at least two months prior to the quarter in which your event occurs. Deadline dates are:

November 1	for the January, February & March brochure
February 1	for the April, May & June brochure
May 1	for the July, August & September brochure
August 1	for the October, November & December brochure

Storage & Loading Dock

All equipment, stage sets, costumes, food and all other support items for your productions must be delivered to and removed from the Theatre within your contracted hours. The loading dock accommodates only one vehicle at a time for deliveries and/or pick-ups. This area is not for parking. Please, **NO** driving on the grass.

Food in Theatre

No food or beverages are allowed in the theatre at any time. Food and beverages are allowed in the Lobby and back stage Green Room and Dressing Room areas only. Please be certain your ushers are aware of this rule and enforce it.

Trash

Please help keep the Theatre clean and pest free. Remove all trash daily (during your use of the Theatre) to the dumpster located in the lower parking lot.